

S-E-C-R-E-T

MEMORANDUM FOR: Chief, Plans and Review Staff, Office of Personnel
Special Assistant to the Director of Personnel
Division Chiefs, Office of Personnel

SUBJECT : Manpower Review

REFERENCE : Memo fr DD/S dtd 19 Jul 62 concerning same subject
(DDS 62-3660), copy attached

1. Referenced memorandum requires the Director of Personnel personally to review and appraise on a current basis the manpower requirements of the Office of Personnel. This review must be conducted in depth and must include a realistic evaluation of the essential manpower requirements for continuing our present activities and programs and for manning anticipated or known future activities and programs within our existing personnel ceiling.

2. The Director of Personnel has indicated that he would rely heavily on your advice in conducting this review but that he would require specific information in support of your recommendations to him. He has therefore requested that each of you prepare and forward on or about 7 August a report generally along the lines of the attached format. This target date has been set with the knowledge that he will shortly thereafter be required to appear before the manpower review Task Force and explain and justify our staffing requirements; consequently, it is urgent that your reports be submitted as promptly as possible.

3. In preparing your reports, you will necessarily make certain assumptions about the future scope and level of your activities. For those activities which are considered essential and which must be continued regardless of other needs, you should assume that the level of activity for the coming year will be the same as in the preceding year except in those instances in which you know that there will be a significant increase or decrease. Your estimate of requirements for anticipated activities or programs should be based on advance approvals or directives for action. In any event, your estimates should distinguish as clearly as possible the essential needs of your office as contrasted with those needs which are related to important and desirable programs which might be curtailed or eliminated in the event drastic changes were called for.

4. In addition to the information required in the attached format, your suggestions are invited concerning functions now performed in the Office of

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Personnel (particularly in your office) which might more appropriately be performed elsewhere in the Agency and concerning areas in which manpower savings in one activity might be realized to apply to new requirements in another area within the Office of Personnel.

5. Please feel free to call me concerning any questions you may have concerning this report. It is important that the most useful report possible be obtained to assist the Director of Personnel in making a realistic appraisal and in preparing him to explain and support our requirements. With this end in view, I ask your cooperation in completing this task as completely and as quickly as you can.



Executive Officer
Office of Personnel

25X1A

Attachment

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FORMAT FOR MANPOWER REVIEW REPORTS

DIVISION OR STAFF:

FUNCTION OR ACTIVITY: Descriptive title of function or activity. If further explanation is required, please include as sub-paragraph under this heading.

BASIS OF REQUIREMENT: Brief statement of regulatory or other basis for performing function or activity. If there is none, please describe as briefly as possible the reason for performing it.

CONSEQUENCES OF REDUCTION OR ELIMINATION: Brief statement of the results that might be anticipated if the function or activity were curtailed or eliminated. For instance, elimination of the Interim Assignment Section would greatly detract from our ability to recruit clerical personnel since it would mean that the Agency would no longer be in even a relatively competitive position with most other employers in the timing of firm job offers. Reduction of the IAS might enable some savings but would require rigid control and screening of provisional clearance requests and might still occasion some losses-in-process because of clearance delays.

WORKLOAD DATA: Describe statistically, if possible, or in comparative narrative terms if the product or service cannot be indicated statistically the level of activity in the function during the past and, if available, preceding years.

CURRENT STAFFING: Indicate the number of employees required to perform the activity or function. If several employees are engaged in it part-time, try to estimate the total man-years required and indicate the number of employees involved on a part-time basis. If the requirement is a seasonal one, please indicate this fact and the period when activity is greatest.

PROPOSED STAFFING: Indicate your best estimate of the minimum staffing which could carry on the activity at the scope and level which you believe is essential or can reasonably be anticipated if the level is controlled by external factors.

PLEASE PREPARE A SEPARATE SHEET FOR EACH ACTIVITY OR FUNCTION IN YOUR DIVISION.

STATINTL

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Comptroller

September 27, 1962

Chief, Benefits and Services Division/OP

Proposed Changes to GEHA Accounting Procedures for
Receipting and Accounting for Cash Payments

Reference: Memorandum of September 24 to President, GEHA from
[redacted] Deputy Comptroller

STATINTL

1. The proposals outlined in the subject memorandum present a satisfactory solution to our problem.
2. With receipt of this approval, please take the necessary steps to follow through with this procedure.

[redacted] STATINTL